

Recruiting Announcement

Announcement No.: SWR- 2003 -06

Opening Date: February 26, 2003

Closing Date: March 18 , 2003

U.S. DEPARTMENT OF ENERGY

SOUTHWESTERN POWER ADMINISTRATION

<u>POSITION:</u>	ELECTRICIAN (SUBSTATION), WB-2810, \$25.28 PER HOUR
<u>ORGANIZATION LOCATION:</u>	Southwestern Power Administration, Office of Maintenance Division of Springfield Transmission Maintenance
<u>DUTY LOCATION:</u>	Springfield, MO
<u>TYPE OF APPOINTMENT:</u>	TERM. This appointment is for a limited period of time, lasting for more than one year but not to exceed four years. Permanent competitive career or career conditional employment <u>cannot</u> be gained through this appointment.
<u>TRIAL PERIOD:</u>	Selectee will serve a one-year trial period.

AREA OF CONSIDERATION: All U.S. citizens may apply. No previous Federal employment is required. All applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, or any other non-merit factor.

PLACEMENT ASSISTANCE PROGRAMS: Individuals entitled to priority consideration under the Interagency Career Transition Assistance Program (ICTAP) and/or Department of Energy's Career Transition Assistance Program (CTAP) MUST submit the documentation listed below with their application package:

- A. RIF separation notice: A letter from OPM or your agency documenting your priority consideration status;
- B. Current (last) performance appraisal rating of record (must be successful or equivalent);
- C. Narrative statement (GS positions), or Supplemental Qualifications Statement (WB positions), addressing the knowledge, skills, and abilities factors listed under Qualification Requirements in this announcement; and
- D. Documentation showing the promotion potential of the position from which you may be or have been separated. (Applicants are eligible for consideration only for vacancies which have no higher promotion potential.)

Eligible employees must be determined to be well qualified for this position. Well qualified means an eligible employee possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position.

NOTE: Relocation expenses are not authorized.

REASONABLE ACCOMMODATIONS: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

VETERANS PREFERENCE: A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who served in a military action for which they received a Campaign Badge or Expeditionary Medal, or who served on active duty during the Gulf War from August 1990 thru January 2, 1992 and who served continuously for a minimum of 24 months or for the full period for which called or ordered to active duty (submit DD-214). 10-point veteran's preference is available to a disabled veterans or Purple Heart recipient or you are the widow, widower, or mother of a deceased veterans. You must submit a SF-15 and documented proof of your claim and DD-214. Further information is available in the VetGuide that may be found on the U.S. Office of Personnel Management web site at www.opm.gov.

DUTIES/RESPONSIBILITIES: The incumbent serves as an electrician and team member of an electrical substation crew for the continuous maintenance, operation, and construction of high-voltage substations and radio stations within a designated area. Complies with the technical requirements, specifications, and design limits for all substation equipment through which power flows, such as power circuit breakers, transformers, bus and cable, grounding systems, trench and conduit systems, building and yard lighting systems, station service, station batteries, metal-clad switchgear, circuit interrupters, and motor-operated and manual disconnect and grounding switches. Provides investigations of substation equipment failures and interruptions to ascertain cause of failure and/or interruptions. Uses technical documents and substation drawings, such as equipment drawings, control board drawings, instruction books, tests records, equipment records, etc., to ascertain proper connection, operation, and maintenance of substation electrical equipment. Provides inspection of new installations and conducts performance tests of new equipment prior to acceptance for operations. Executes a comprehensive program of preventative maintenance for electrical systems within the substations in accordance with standard procedures. Complies with policies and procedures, prepares work schedules, and coordinates equipment outages with the Division of Scheduling and Operations. Provides management support, operations, and maintenance by force account and materials forecast. Initiates material and equipment transportation to various work sites. Responsible for capital property assigned to him/her and the use, disposition, maintenance, and storage of such equipment in accordance with property management procedures. Responsible for the operation, maintenance, and repair of vehicles assigned to him/her and the use, disposition, and storage of such equipment in accordance with credit cards, purchasing authority, and property management regulations. Performs line switching and holds clearances as required.

PHYSICAL DEMANDS: Requires physical exertions, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurrent bending, crouching, stooping, stretching, reaching, or similar activities; and recurrent lifting of moderately heavy items such as test instruments, compression tools, and various winch lines. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT: The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress, such as working with high-voltage electrical equipment (.0001 volts to 161,000 volts) in remote, outdoor field locations with rough terrain and exposure to various weather conditions, wind, dust, brush, insects and occasionally poisonous snakes; and emergency situations at all hours of the day and any day. The employee must apply a wide range of safety and other precautions. Incumbents encounters general public who may object to aspects of the projects. Travels and lodges at remote locations frequently. The current work schedule is four 10-hour days weekly, Monday thru Thursday.

Although not on standby status, the incumbent is subject to call at anytime to perform emergency work and is encouraged to establish permanent residence within a one-hour commuting distance of the duty station.

CONDITIONS OF EMPLOYMENT: Applicant must be a licensed motor vehicle operator at the time of appointment. The incumbent of this position must possess and maintain a Class A commercial driver's license (CDL), with Hazmat endorsement prior to appointment to this position.

Upon tentative selection, applicant will be required to complete a physical examination. Unsatisfactory results from the physical will result in non-appointment. Before an offer of employment becomes final, drug/alcohol testing will be required. A determination of the use of illegal drugs may lead to non-appointment. The incumbent will be subject to future random, unannounced drug testing.

Selection for this position is contingent upon proof of U.S. Citizenship. A background investigation will be required. Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Before appointment, selectee will be required to certify that all information contained on or attached to their application is complete, true, accurate, and made in good faith. This certification will be made with the understanding that the information may be investigated, and false or fraudulent information on your application may be grounds for not hiring you or for firing you after you begin work.

QUALIFICATION REQUIREMENTS: Applicants must be found qualified to do the work of an Electrician (Substation). In their application material they must indicate that they possess sufficient knowledge, skills, and abilities to satisfactorily perform the duties of the position without more than normal supervision. The ability to do the work of an Electrician (Substation) without more than normal supervision will be used as a screen-out element, and any applicant not indicating an adequate level of this ability will be eliminated from further consideration.

BASIS OF RATING: Applicants will be rated on the basis of relevant experience, education, related volunteer experience, training, job-related awards, and the factors listed below. **TO RECEIVE PROPER CONSIDERATION, ALL APPLICANTS SHOULD SUBMIT AND ARE STRONGLY ENCOURAGED TO COMPLETE THE SUPPLEMENTAL QUALIFICATIONS STATEMENT** (available at <http://www.swpa.gov/careers> or by calling 918-595-6621).

1. Ability to do the work of Electrician (Substation) without more than normal supervision (screen-out element). (Applicants who fail to show this ability will be rated ineligible)
2. Ability to work with high-voltage electrical equipment.
3. Knowledge of electrical theory and instruments used in high-voltage electrical practices and ability to do electrical power system troubleshooting.
4. Ability to use electrical drawings, schematics, and diagrams.
5. Ability to work safely.
6. Ability to use and maintain tools of the trade.

HOW TO APPLY: Candidates may submit a resume, curriculum vitae, other document such as an Optional Federal Employment application, OF- 612, or general employment application form. Copy of DD-214 and/or SF-15 and VA ltr (10-pt preference).

Your application must contain the information described in the Office of Personnel Management pamphlet, "Applying for a Federal Job": (1) Announcement #, title, grade of the position for which you are applying (2) Your name, mailing address, and day and evening phone (3) Social Security # (4) Country of citizenship (5) Veteran's preference (6) H.S., colleges, universities, trade schools, dates (7) Work experience. Include job title, duties, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary (8) Indicate whether we may contact your supervisor (9) Job-related training courses, skills, certificates and licenses, honors, awards and special accomplishments.

Failure to submit requested information/documents may result in non-consideration or a lower rating in the evaluation process.

Submit complete application package to:

U. S. Department of Energy
Southwestern Power Administration
Attn: Mariella Rose
One West Third Street
Tulsa, OK 74103-3519

Applications received in the mail must be postmarked on or before the closing date and received in the Human Resources Management Office within 5 working days after the closing date of the vacancy announcement. Do not send original documents; applications will not be returned. **Applications mailed in Government-franked envelopes or faxed using government fax machines will NOT be accepted.**

CONTACT: For further information, you may contact Mariella Rose at (918) 595-6621; FAX (918) 595-6656.

THE U.S. DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER.

A HARASSMENT FREE WORK ENVIRONMENT IS SOUTHWESTERN'S POLICY.

SUPPLEMENTAL QUALIFICATIONS STATEMENT

ELECTRICIAN (SUBSTATION)

NAME _____

1. ABILITY TO DO THE WORK OF AN ELECTRICIAN (SUBSTATION) WITHOUT MORE THAN NORMAL SUPERVISION:

(Screen-out element) this element will be evaluated as a summary of all other elements.

Indicate length of experience you have as a journeyman level electrician (substation) _____

Do you currently possess a Commercial Drivers License (CDL) with Hazmat YES___ NO___

- 2. ABILITY TO WORK WITH HIGH VOLTAGE ELECTRICAL EQUIPMENT:** For each type of equipment listed in Column 1 below, write in Column II the letter of the statement below which best describes your ability to perform each task pertinent to that equipment: (A) Have not done. (B) Have done, with help or close supervision; have assisted a journeyman. (C) Have done, subject to limited checks, or with limited supervision. (D) Have done on my own without supervision. (E) Have supervised or instructed others. Next, specify in Column III the voltage to which you have worked on each type of equipment, and give for each an example of a difficult troubleshooting task you have performed and how you resolved the problem.

I TYPE OF EQUIPMENT	II TASKS				VOLTAGE	III EXAMPLE OF INSTALLATION, MAINTENANCE, TROUBLESHOOTING, AND REPAIRS
	Installation	Maintenance	Troubleshoot	Repairs		
EXAMPLE: Switch gear	E	C	C	D	2400	Checked for resistance - filtered insulating oil
Transformers (Indicate Type):						
Reactors						
Compressors						
Oil Switches						
Circuit Breakers (oil, air or gas)						
Substation - primary						

ABILITY TO WORK WITH HIGH VOLTAGE ELECTRICAL EQUIPMENT (continued):

I TYPE OF EQUIPMENT	II TASKS				VOLTAGE	III EXAMPLE OF INSTALLATION, MAINTENANCE, TROUBLESHOOTING, AND REPAIRS
	Installation	Maintenance	Troubleshoot	Repairs		
Air Switches						
High Voltage fuses						
Voltage Recorder						
Control Boards						
Instrument Transformers						
Potheads						
Interrupters						
Power Transformer						
Switch Gear						
Distance and ground relays						
Regulators						
Battery Chargers						
Capacitor Banks						
Coupling Capacitors						
Other (specify):						

3. KNOWLEDGE OF ELECTRICAL THEORY:

In the column provided at the right, list all courses you have taken in electrical or electronic theory. (You may continue on a separate piece of paper if necessary.)	Title or Description of Course	Name & Address of School	Course Length	Dates Successfully Completed

Have you completed an apprenticeship in an electrical trade? Yes___ No___

4. KNOWLEDGE OF TEST INSTRUMENTS:

For the test equipment listed at the right, place a check (✓) beside each instrument you have used. (You may list additional instruments.) Then describe how you have used each instrument you have checked.	EXAMPLE: Tone Detector	/	Used for: locate faults in underground cables
	vacuum tube voltmeter		Used for:
	diode checker		Used for:
	insulation megger		Used for:
	hot stick tester		Used for:
	phase rotation meter		Used for:
	voltmeter		Used for:
	ammeter		Used for:
	watt-hour meter		Used for:
	wheatstone bridge		Used for:
	megger		Used for:
	ohmmeter		Used for:
	bridge & decade resistor		Used for:
	continuity checker		Used for:
	dielectric oil tester		Used for:
	combustible gas analyzer		Used for:
	interfacial tensiometer		Used for:
	motion analyzer		Used for:
	turns ratio tester		Used for:
	infra-red scope		Used for:

5. ABILITY TO TROUBLESHOOT:

Indicate your ability to find the trouble, determine the method of repair, adjusts, or replace components, and test repaired equipment.

6. ABILITY TO USE ELECTRICAL DRAWINGS AND SCHEMATIC DIAGRAMS:

In the column provided at the right, list any courses you have taken which included training in reading electrical blueprints.	Title or Description of Course	Name & Address of School	Course Length	Date Successfully Completed

For each type of drawing listed below, write the letter of the statement below which best describes your level of ability to use that particular type of drawing:

- (A) Can use, but would need help or close supervision
- (B) Have used to perform common and simple tasks, with limited supervision.
- (C) Have used to diagnose routine problems and perform common tasks on high voltage equipment without supervision.
- (D) Have instructed others in use on high voltage equipment.

Then give an example of how you have used each type of drawing.

Type of Drawing	Ability Level	Example of Use
Circuit diagram		
Electrical wiring diagram		
Schematics		
Sketches		
Other (list)		

7. **ABILITY TO USE AND MAINTAIN HAND TOOLS OF THE TRADE:** For tools listed below, place a check (/) beside each of those you have used. (You may list additional tools.) Then describe how you have used each tool you have checked.

EXAMPLE: insulating tape	/	Used for: splicing cable
hot sticks		Used for:
coffin hoists		Used for:
wire reels		Used for:
hand crimpers		Used for:
wire strippers		Used for:
bearing pullers		Used for:
hydraulic splice presses		Used for:
impact tools		Used for:
hydraulic punch set		Used for:
dollies		Used for:
hydraulic conduit benders		Used for:
feeler gauges		Used for:
timing devices		Used for:
power hacksaws		Used for:
welders: gas, electric		Used for:
list others:		Used for:
		Used for:
		Used for:
		Used for:

8. **KNOWLEDGE OF DIFFERENT RELEVANT LINES OF WORK:** Describe any experience you may have had in the following allied crafts within the power utility field.

heavy equipment operation:
concrete work:
painting:
building and grounds maintenance:
minor equipment repair:
lineman:
powerplant operator:
heavy duty mechanic:
other:

9. **ABILITY TO WORK SAFELY:** In the spaces under Column II below, provide the information requested in Column I.

I	II
Describe any safety training you have had. (Indicate the length of such training and dates(s) completed.)	
Describe the kinds of hazards or potential dangers you have had to work with.	
Describe any accident(s) you have had on the job. (Give the date of any such accident and whether or not you were determined to be at fault.)	

After completing the application and this form, look them over carefully to make sure that both have been signed and that you have answered every question. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

**STATEMENTS CONCERNING QUALIFICATIONS WILL BE VERIFIED;
exaggeration or misstatements may be cause for your disqualification or later removal from service.**

CERTIFICATION

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of applicant: _____ Date: _____